

Attachment 3

GUIDELINES ON THE SUBMISSION OF SUB-REGISTRY REPORTS

**Directorate of Monetary Management
Bank Indonesia**

Continued Attachment 3

TABLE OF CONTENTS

CHAPTER I	INTRODUCTION	3
	A. Background	3
	B. Objectives of the Guidelines	4
CHAPTER II	CUSTOMER CLASSIFICATION	5
	A. Customer Status	5
	B. Type of Investors	5
CHAPTER III	MAINTENANCE OF CUSTOMER DATA	7
	A. Maintenance of customer data by the Sub-Registry	7
	B. Procedures for Customer Data Maintenance	7
CHAPTER IV	PROCEDURES FOR THE SUBMISSION OF SUB- REGISTRY REPORT	9
	A. Procedures for the Submission of Report Data	9
	B. Procedures for Making Report Corrections	10

CHAPTER I

INTRODUCTION

A. Background

In Commercial Paper Administration consisting of Bank Indonesia Certificates (SBI) and Government Commercial Paper (SBN), Bank Indonesia uses a two tier system. In relation to the administration of Commercial Paper by the Sub-Registry, at the first tier Bank Indonesia as the Central Registry administers SBI and SBN globally (*omnibus account*) in the Sub-Registry Commercial Paper Account in BI-SSSS, and subsequently the Sub-Registry as the second tier administers SBI and SBN individually for the interests of the customers. In its implementation, the Sub-Registry uses the facility of Bank Indonesia – Scripless Securities Settlement System (BI-SSSS) namely an electronic facility directly connecting (*on-line*) between the Sub-Registry and Bank Indonesia as the Central Registry.

In the context of fulfilling the needs of Bank Indonesia with respect to domestic financial market data and the needs of the Government in relation to SBN ownership data, Bank Indonesia needs the support of the Sub-Registry to report customer data, which includes the mutation and individual ownership position of Commercial Papers.

In relation to the reporting obligation of the Sub-Registry to the Central Registry for the implementation of Commercial Paper Administration through BI-SSSS of BI-SSSS Information System, it is deemed necessary to provide technical guidelines which can be used as a reference for the Sub-Registry in the process of providing the reports. The contents of such technical guidelines include the understanding of the status and types of customers possessing Commercial Papers, and the procedures for submitting and correcting Sub-Registry reports through BI-SSSS and BI-SSSS Information System.

Continued Attachment 3

With the preparation of these technical guidelines it is expected that there will be reporting standardization of customer data from the Sub-Registry to the Central Registry.

B. Objectives of the Guidelines

The objectives of the preparation of the guidelines are as follows:

1. Giving clear directives to the Sub-Registry in the activity of classifying customer status and types of investors with respect to the ownership of Commercial Papers administered by the Sub-Registry expected to create accurate and reliable Commercial Paper ownership data.
2. Giving adequate operational directives to the Sub-Registry in the process of preparing and submitting reports *on-line* to the Central Registry so that the process of report preparation and submission of the Sub-Registry can be conducted in a quick and correct manner.

CHAPTER II

CUSTOMER CLASSIFICATION

A. Customer Status (*Custody Code*)

Ownership of Commercial Paper administered by the Sub-Registry can be classified into Client Resident and Client Non Resident, with the following definitions:

1. Client Resident (CR)

Client Resident (CR) is a person, legal entity, or any other entity, domiciled or planning to be domiciled in Indonesia for at least 1 (one) year, including diplomatic representatives and staff of the Republic of Indonesia abroad.

2. Client Non Resident (CN)

Client Non Resident (CN) is a person, legal entity or any other entity not domiciled or planning to be domiciled in Indonesia

B. Investor Type

Commercial Papers administered by the Sub-Registry can be classified based on investor type namely Insurance, Mutual Fund, Pension Fund, Securities Company, other Financial Institution, Corporate, Foundation, Individual, and Others. Whereas the definition of each type of investor shall be as follows:

1. Insurance (IS)

Insurance (IS) Company shall be a loss insurance company, life insurance company, reinsurance company, insurance broker company, reinsurance broker company, insurance agent, loss appraisal company, and actuarial consultant company as intended in Law Number 2 Year 1992 regarding Insurance Business.

2. Mutual Fund (MF)

Mutual Fund (MF) is the forum used to collect funds from investors to be further invested in securities portfolio by an Investment

Continued Attachment 3

Manager, as intended in Law Number 8 Year 1995 regarding Capital Market.

3. Pension Fund (PF)

Pension Fund (PF) shall be a legal entity managing and running programs promising pension benefits, as intended in Law Number 11 Year 1992 regarding Pension Fund.

4. Securities Company (SC)

Securities Company (SC) shall be a party conducting business activities as Securities Underwriter, Securities Trading Broker, and/or Investment Manager, as intended in Law Number 8 Year 1995 regarding Capital Market.

5. Financial Institution (IB)

Other Financial Institutions (IB) shall be a Bank and business entity engaged in the financial sector which cannot be categorized as Insurance, Mutual Fund, or Securities Company.

6. Corporate (CP)

Corporate (CP) shall be a business entity in the form of Firm (Fa) or *Commanditaire Vennotscaap* (CV) or Limited Liability Company (PT) not engaged in the financial business sector.

7. Foundation (FD)

Foundation (FD) shall be a legal entity consisting of divided assets and aimed at achieving certain objectives in the social, religious humanitarian areas which has no member, as intended in Law Number 16 Year 2001 regarding Foundations.

8. Individual (ID)

Individual (ID) shall be an individual person.

9. Others (OT)

Others (OT) refers to investors which cannot be categorized as Insurance, Mutual Fund, Pension Fund, Securities Company, Other Financial Institutions, Foundation, or Individual.

CHAPTER III

MAINTENANCE OF CUSTOMER DATA

A. Maintenance of customer data by the Sub-Registry

In administering Commercial Papers, the Sub-Registry must provide unique identity for each customer, hereinafter referred to as Account Identifier (AID). The intended AID includes information of Taxpayer Registration Number (NPWP), name, address, custody code and investor type.

AID maintenance includes the following activities:

1. AID maintenance in ST Client

Activities of AID maintenance in ST Client is used for maintaining customer data in each Sub-Registry of the ST Client, including the addition/registration of new customer data, changes or deletion of existing customers.

2. AID maintenance in BI-SSSS Information System

AID maintenance activities in BI-SSSS Information System includes corrections of AID information data in the master database.

B. The Procedures for the Customer Data Maintenance

Activities of customer data maintenance include activities of registration/addition of new customer data, activities of changes/corrections of customer data and activities of deletion of customer data conducted with the following procedures:

1. Registration/addition of new customer data

This activity is conducted by the Sub-Registry through ST Client through database menu which will automatically add the AID in the master database in BI-SSSS Information System when for the first time sending the transaction settlement data in the name of a new customer.

Continued Attachment 3

The new AID will also be added automatically in the master database of BI-SSSS Information System when sending the report through BI-SSSS Information System.

2. Changes/corrections of customer data

- a. In the event of any changes to customer data or inconsistency of customer data between the BI-SSSS Information System and ST Client, the Sub-Registry must make changes/corrections in ST Client and/or BI-SSSS Information System.
- b. The Sub-Registry can see inconsistent customer data information as intended in point a through BI-SSSS Information.
- c. Changes/correction of customer data in ST Client can be made during the operational hours of BI-SSSS.
- d. Changes/corrections of customer data in BI-SSSS Information System require the approval from the Supervisor.
- e. Changes/corrections of customer data through BI-SSSS Information System and ST Client shall be effective at T+0.

3. Deletion of customer data

The Sub-Registry can only delete customer data in the ST Client. The intended deletion of customer data will not delete customer data in the master database of BI-SSSS Information System. Therefore, Sub-Registry cannot use the AID which has been deleted from ST Client for AID of new customers.

CHAPTER IV
PROCEDURES FOR THE SUBMISSION OF SUB-REGISTRY REPORT
DATA

A. Procedures for the Submission of Report Data

The Report Data by the Sub-Registry shall be submitted through ST Client or BI-SSSS Information System, as follows:

1. Submission of report data through ST Client

The reports submitted through ST Client shall be the Daily Reports of the information of Commercial Paper transaction settlement containing the changes of the records of Commercial Paper ownership among individual customers in the same Sub-Registry (in house transfer).

2. Submission of report data through BI-SSSS Information System

Reports submitted through BI-SSSS Information System shall be:

- a. Report of the results of SBN Issuance transaction results and buyback/debt switching transactions the auction or transaction of which is not conducted through BI-SSSS. The issuance of SBN the transaction of which is not conducted through BI-SSSS, among other things, such as the issuance of ORI, issuance of Retail SUKUK, issuance of SBN in the context of *buyback debt/switching*, issuance of SBN in the context of private placement transaction, SBN transaction directly with the Government, and SBN borrowing transaction for Primary Dealer. The report shall be submitted on the settlement day and the Sub-Registry can identify the delivery status of the report through BI-SSSS Information System.
- b. Daily Reports, in the event of interruption in ST Client.
The reports shall be sent in batch and only for outright, repo sell & buyback types of transaction and transfer.

Continued Attachment 3

Submission of reports through BI-SSSS Information System shall be conducted according to the window time stipulated by Bank Indonesia in BI-SSSS Information System in accordance with the format determined by Bank Indonesia.

B. Procedures for Making Corrections of the Reports

In the event of any mistake in the report data of transaction settlement, the Sub-Registry shall make corrections of such data through BI-SSSS Information System under the following procedures:

1. presenting transaction settlement data in the transaction enquiry menu.
2. choosing the transaction to be corrected in order to make further corrections of the aforementioned data.
3. approval by the Supervisor of the corrected data.

The submission of corrected reports through BI-SSSS Information System shall be conducted in accordance with the window time stipulated by Bank Indonesia in BI-SSSS Information System.